

## Job details

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<b>Bulletin Number</b>	16235BR
<b>Type of Recruitment</b>	Transfer Opportunity
<b>Department</b>	Internal Services
<b>Position Title</b>	SENIOR SECRETARY III
<b>Filing Type</b>	Open Continuous
<b>General Information</b>	<p>The Justice Systems Division is seeking a well-qualified, self-motivated individual to fill the position of Senior Secretary III. This is a very technical Division and the candidate is required to interact both verbally and in written form with the general public, employees, supervisors, managers and staff from other County departments. This position will assist the Division and Section Managers by providing administrative support, which includes coordinating meetings, acting as the division timekeeper and assisting in the preparation of budget reports.</p>

### Requirements

All interested permanent employees wishing to be considered for a lateral transfer and who hold the payroll title of **Senior Secretary III or who are eligible for an administrative reassignment in accordance with Civil Service Rule 15** are invited to submit a resume, copies of their last two performance evaluations, and last two years' e-HR time records. Resumes will be accepted until the needs of the Service are met. Resumes and supporting documentation may be submitted to:

Teresa Lin

9150 E. Imperial Hwy

Downey, CA 90242

(562) 940-2978

[tlin@isd.lacounty.gov](mailto:tlin@isd.lacounty.gov)

All materials submitted will be evaluated. Only the most qualified employees, based on the information submitted, will be contacted for an interview. The interview will be used to determine the final selection.

### Desirable Qualifications

- Strong computer skills, including proficiency in Microsoft WORD, Excel and PowerPoint.
- Excellent verbal and written communication skills.
- Ability to effectively work with an array of County staff from various departments.
- Experience with SharePoint.

- Experience with timekeeping and usage of timekeeping data entry systems.

**Duties**

Screens office and telephone calls, furnishes requested information, and refers calls to other appropriate departmental personnel who can best provide the caller with requested information and/or services.

Organizes appointments and arranges conferences and meetings for Manager and Supervisors.

Acts as intermediary for the Division Manager and staff, conveys messages, directives and assignments for the division in both written and verbal form, prepares inter-office notices, bulletins/flyers, and memoranda, with or without dictation.

Gathers data for general information purposes or special reports, contacts other departments, employees, agencies, and individuals for additional material as necessary. Reviews material being submitted for manager's attention to ascertain that all relevant data, files, signatures, etc. are included. Works with other services within the Department to execute and complete assignments.

Acts as Division Time Keeper and performs Time card proxy process, time card corrections, and acts as the point of contact for Payroll and HR regarding Division timekeeping, Compensatory Time Off (CTO) forms for employees, error suspense, payroll issues, Human Resources Action (HRA) forms and long and short-term absences.

Acts as the Division Training Coordinator which includes Saba Learning Management Systems to view information and prepare reports.

Acts as the Pager Coordinator for Division, which includes logging, updating, reporting and replacing lost/damaged pagers; Contacting vendors and department billing groups for any changes in services or questions regarding the billing process.

Acts as the Mileage and Pin Request coordinator for Division.

Maintains Division files, including confidential personnel files.

**Vacancy Information**

The vacancy is located at Internal Services Department, 9150 E. Imperial Highway, Downey, CA 90242. This office works a day shift on a 4/40 schedule, however, the schedule may vary depending on the needs of the operation.

**Available Shift** Day

**Contact Name** Teresa Lin

**Contact Phone** 562-940-2978

**Contact Email** Tlin@isd.lacounty.gov

**Job Field** Secretarial

**Job Type** Administrative Support

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